

NaCoMe Camp & Retreat Center

Job Description



Position: Head of Campers

Supervisor: Summer Camp Director & Adventure Director

Summary of Position: The Head of Campers is responsible for all the admin-related duties of camp including managing registrations and payments, communicating with parents, and maintaining essential records and reports. This role also requires flexibility in that they are often asked to step in as a cabin counselor or provide support and guidance to cabin counselors when needed. This role requires an individual who is highly organized, an effective communicator, and willingness to step in where needed.

Qualifications:

- A commitment to Christian principles and NaCoMe's mission and vision as a ministry of the PCUSA.
- Must be at least 18 years old, 1 year out of high school preferred.
- Certifications in First Aid, CPR, Lifeguarding and High Ropes required (provided by NaCoMe).
- Has interest and experience working with children (ages range from 6-18 years old).
- Has interest and experience working with college students.
- Is able to traverse the multi-terrain campgrounds.
- Willing to learn multiple program areas and be adaptable to change.
- Must be comfortable with being a team player.
- Possess strong relational and communication skills.
- Preferred: At least 1 year of former summer staff experience.
- Preferred: Ropes course and/or lifeguard experience.

Responsibilities:

- Must attend Staff Training in its entirety unless prior arrangements have been made in advance with the Summer Camp Director.
- Mandatory attendance at Ropes Course and/or Lifeguard Training (during Staff Training).
- Assist the Summer Camp Director and/or Adventure Director with various administrative tasks including taking phone calls, collecting payments, organizing staff and campers into cabins, sorting and delivering camper mail, preparing PowerPoint presentations, maintaining health records, etc.
- Step into cabins when needed to assist cabin counselors with issues that arise (including child behavior issues, emergencies that require an extra person, exhausted counselors who need a break, etc.)
- Step into cabins/activities when needed to take the place of a counselor in the event of an emergency, illness, or injury.
- Assist full-time staff throughout staff training and summer camp. (You may be asked to help lead training sessions, devotionals, and/or activities.)
- Assist in planning, organizing, and conducting summer programming.
- Facilitate scheduled activities for campers as needed.
- Operate the camp store during scheduled hours including stocking shelves, sales, and pricing.
- Assist with camp programming and other camp-wide activities as assigned by the Summer Camp Director and Adventure Director.

- Assist the Adventure Director and Summer Camp Director with behind-the-scenes tasks as assigned (such as preparing/cleaning home-in-the-woods supplies, all camp game set-up, facilitation, and clean-up, etc.).
- Spend time with campers and family groups outside of direct work responsibilities.
- Help maintain clean activity areas; assist with clean up and turnover on the last days of camp each week.
- Work as a team with all NaCoMe staff and promote a community based around Christian principles, integrity, and hard work.
- All other duties as assigned